



## Chesterfield County, Virginia

### Memorandum

**DATE:** AUGUST 5, 2007

**TO:** CHESTERFIELD COUNTY PLANNING COMMISSION

**FROM:** GLENN LARSON, ASSISTANT DIRECTOR, PLANNING DEPARTMENT *GL*

**SUBJECT:** PROPOSED SUBDIVISION FEE ADJUSTMENTS

The purpose of this memorandum is to provide additional information for the Planning Commission's August 21 public hearing on proposed Planning Department subdivision fee adjustments. The following is an analysis prepared by staff of subdivision review revenues and costs, along with staff recommendations for fee adjustments. Also included are alternative adjustments suggested by the Subdivision Fee Review Committee at their July 10, 2007 meeting.

#### Background

Each year, as part of the County's annual budget process, Planning Department staff reviews and makes recommendations to the County Administrator on potential adjustments to Planning Department fees. Since 2002, it has been County policy that fee revenues received through the Planning Department review of residential rezoning and subdivision development proposals should equal at least 80 percent of the Planning Department's cost to undertake those reviews. Staff projects that for FY 2007-08, the amount of revenue received for subdivision review will be about 45 percent of projected subdivision review costs. As a result, the County Administrator requested that the Planning Commission review and make recommendations to the Board of Supervisors on potential subdivision fee adjustments. The Commission, as it has done with past fee adjustment proposals, established a committee to assist in their review. The committee, comprised of Dan Gecker (Chair), Scott Camp, Dick Collier, Andy Scherzer, Tyler Craddock and Bob Schrum, met on July 10, 2007.

#### Why Subdivision Fee Adjustments Are Proposed

Attachment A shows the Planning Department's current projected FY 2007-08 fee revenues and related review costs. (FY 2007-08 is the fiscal year that begins July 1, 2007.) In its FY 2007-08 budget recommendations to the County Administrator, staff proposed no fee adjustments for Site Plan/Sign Permit, Rezoning or Variance/Special Exception reviews. In 2002 and 2003 (the last year the Board of Supervisors comprehensively reviewed Planning Department fees), the Board lowered Planning

Department fees for selected commercial site plan reviews. Staff recommended no adjustments of variance and special exception fees, as these are mainly reviews for small residential property owners and small businesses. The County Administrator agreed to proceed with a fee adjustment proposal for subdivision reviews, and directed staff to complete by the end of FY 2007-08 a comprehensive analysis of the entire Planning Department fee structure, with the intent of simplifying and consolidating its many fee categories.

Staff recommended adjustments to subdivision review fees for a number of reasons. As is indicated in Attachment B, the volume of subdivision reviews has increased significantly since FY 2000-01. Staff also anticipates a number of major residential development projects that have recently been rezoned, or are currently being reviewed for rezoning, will request subdivision review in FY 2007-08. While the total number of lots reviewed in FY 2006-07 was lower than prior years, staff projects this volume will increase in FY 2007-08. In addition, because of the increasing complexity of reviews and a growing number of resubmittals, staff is concerned about review processing times. As a result of staff's analysis and concerns, the County Administrator recommended, and the Board of Supervisors approved, the addition of two subdivision review positions in the County's FY 2007-08 budget. The cost of these two positions is incorporated into staff's analysis.

### **What Is Proposed**

Attachment A identifies an \$189,800 difference between the projected FY 2007-08 cost of subdivision review and the County's 80 percent revenue "coverage" target. On July 10, staff met with the Subdivision Review Committee, and reviewed a series of proposed subdivision fee adjustments that, based on FY 2007-08 subdivision application projections, would bring fee revenues to the County's 80 percent cost "coverage" target for the remainder of FY 2007-08.

The Committee suggested to staff an alternative fee proposal that would only cover the increased cost of the two new subdivision review positions approved as part of the County's FY 2007-08 budget. Staff projects that this alternative would generate fee revenues that would cover about 63 percent of projected subdivision review costs for the remainder of FY 2007-08. Both staff and the Subdivision Fee Committee proposals are outlined in Attachment C.

Attachment D is the draft amendment to the County's Subdivision ordinance that has been advertised for your public hearing. It shows fee adjustments based on the higher staff recommendations. As the Commission is aware, you can recommend the proposed fees as advertised, lower amounts, or no adjustments.

### **Comparison To Other Localities**

While staff proposes a variety of fee adjustments for various types of subdivision reviews, below is an example of existing and proposed fees for a 100-lot tentative subdivision review, compared to other Richmond area localities.

	Chesterfield Existing Fee	Chesterfield Staff Proposed Fee	Chesterfield Fee Committee Suggested Fee	Hanover County Fee	Henrico County Fee
100 Lot Tentative Subdivision	\$2330	\$3800	\$3000	\$3800	\$700

Should you have any questions before the Commission's August 21 meeting, please do not hesitate to contact me at 748-1970 or [Larson@chesterfield.gov](mailto:Larson@chesterfield.gov).

GL/gl

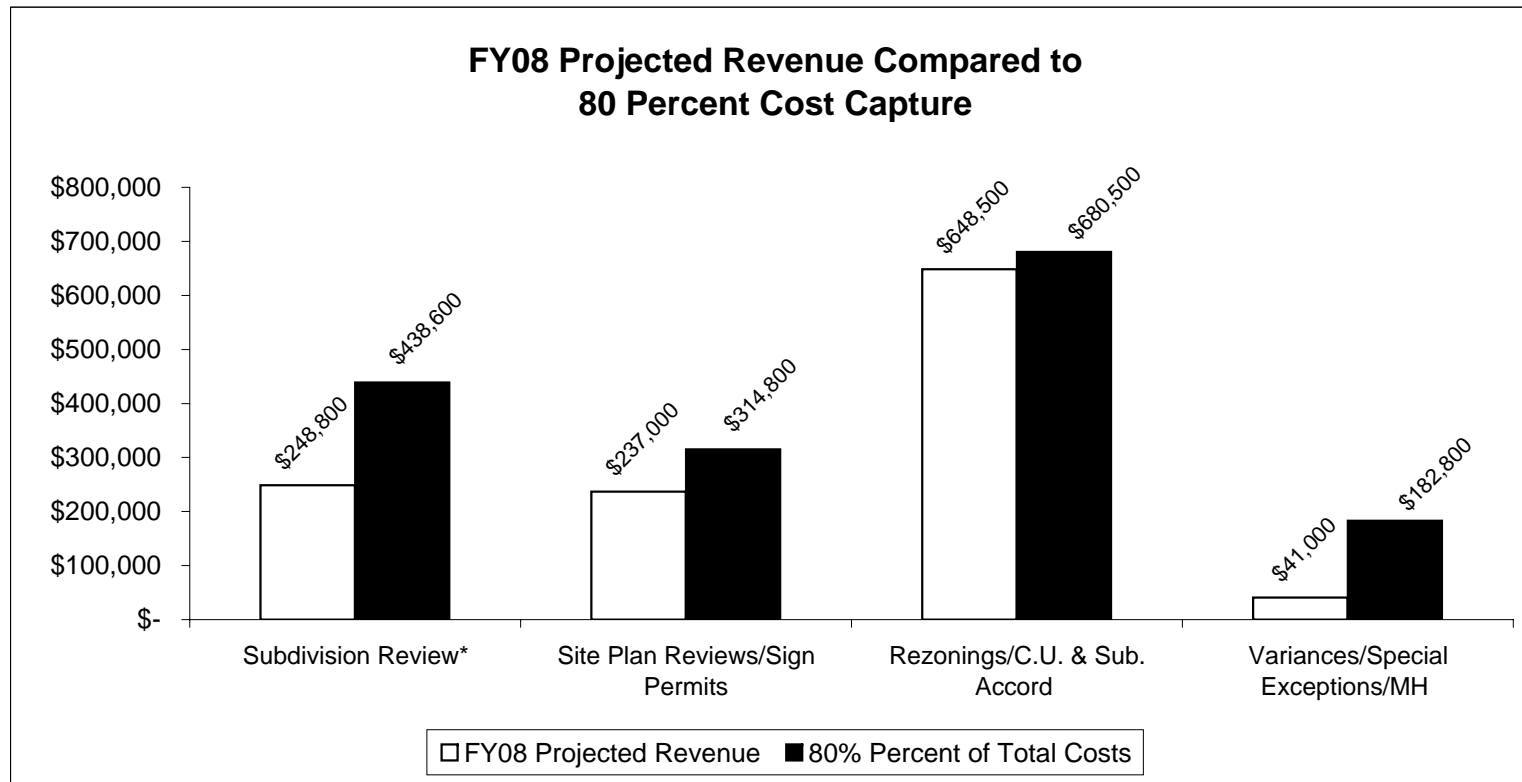
Attachments

**Attachment A**  
**Chesterfield Planning Department Projected FY08 Fee Revenues and Related Review Costs**

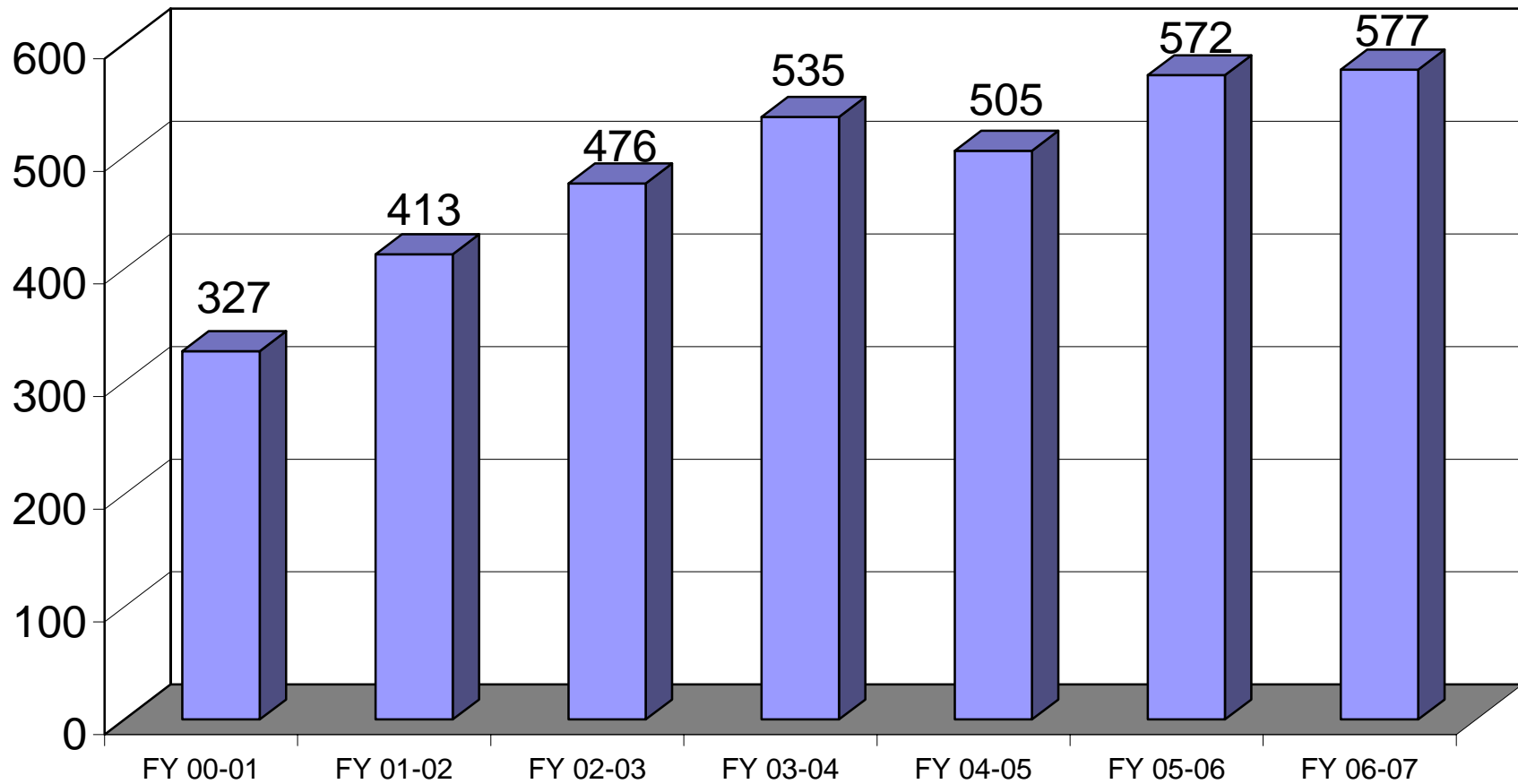
	FY08 Projected Revenue	FY08 Projected Costs**	Difference	Percent Total Cost Captured	80% Percent of Total Costs	Difference Between FY 08 Cost and 80%
Subdivision Review*	\$ 248,800	\$ 548,200	\$ (299,400)	45%	\$ 438,600	\$ 189,800
Site Plan Reviews/Sign Permits	\$ 237,000	\$ 393,500	\$ (156,500)	60%	\$ 314,800	\$ 77,800
Rezoning/C.U. & Sub. Accord	\$ 648,500	\$ 850,600	\$ (202,100)	76%	\$ 680,500	\$ 32,000
Variances/Special Exceptions/MH	\$ 41,000	\$ 228,500	\$ (187,500)	18%	\$ 182,800	\$ 141,800
Subtotal	\$ 1,175,300	\$ 2,020,800	\$ (845,500)	58%	\$ 1,616,600	

\*Not including development inspector

\*\*Planning Dept. costs only. Does not include review costs of other County departments.



**Attachment B**  
**Total Subdivision Reviews**  
(Tentative, Final Check, Final Minor, Record Plat, Parcel Acreage,  
Tentative Waiver and Validation Plat)



# Attachment C

## Proposed Options For FY 08 Planning Department Subdivision Review Fees

Planning Dept. Fees	Current Fee*	As Recommended By Staff			As Suggested By Fee Committee		
		Proposed FY08 Adjustment	Difference From Current Fee	Percent Change From Current Fee	Proposed FY08 Adjustment	Difference From Current Fee	Percent Change From Current Fee
<b>Subdivision - Tentative subdivision approval</b>							
1. Original submittal, including up to two resubmittals	\$ 330	\$ 800	\$ 470	142%	\$ 500	\$ 170	52%
a. Plus, per lot	\$ 20	\$ 30	\$ 10	50%	\$ 25	\$ 5	25%
2. Renewal of previously approved tentative, including up to 2 resubmittals	\$ 330	\$ 800	\$ 470	142%	\$ 500	\$ 170	52%
a. Plus, per lot	\$ 20	\$ 30	\$ 10	50%	\$ 25	\$ 5	25%
3. Third and subsequent submittal	\$ 220	\$ 700	\$ 480	218%	\$ 300	\$ 80	36%
4. Substitute to approved tentative, per submittal	\$ 60	\$ 100	\$ 40	67%	\$ 80	\$ 20	33%
5. Adjusted tentative for previously approved tentative, including up to 2 resubmittals	\$ 330	\$ 800	\$ 470	142%	\$ 500	\$ 170	52%
a. Plus, per lot (within 12 months of approval)	\$ 20	\$ 30	\$ 10	50%	\$ 25	\$ 5	25%
b. Third and subsequent, per submittal	\$ 220	\$ 700	\$ 480	218%	\$ 300	\$ 80	36%
<b>Subdivision - Final check, amended and resubdivision plat review</b>							
1. Final check subdivision plat	\$ 720	\$ 1,100	\$ 380	53%	\$ 1,000	\$ 280	39%
a. Plus, per lot	\$ 10	\$ 20	\$ 10	100%	\$ 15	\$ 5	50%
2. Final check resubdivision plat	\$ 560	\$ 900	\$ 340	61%	\$ 900	\$ 340	61%
a. Plus, per lot	\$ 10	\$ 20	\$ 10	100%	\$ 15	\$ 5	50%
3. Final check amended plat	\$ 330	\$ 900	\$ 570	173%	\$ 500	\$ 170	52%
a. Plus, per lot	\$ 10	\$ 20	\$ 10	100%	\$ 15	\$ 5	50%
4. Residential parcel subdivision (per parcel)	\$ 35	\$ 60	\$ 25	71%	\$ 50	\$ 15	43%
5. Parcel line modification (per parcel)	\$ 25	\$ 50	\$ 25	100%	\$ 30	\$ 5	20%
6. Appeal administrative subdivision decision	\$ 290	\$ 400	\$ 110	38%	\$ 400	\$ 110	38%
7. Minor subdivision	\$ 330	\$ 400	\$ 70	21%	\$ 400	\$ 70	21%
8. Onsite sewage disposal system soils analysis review (per lot/parcel)	\$ 155	\$ 155	\$ -	0%	\$ 155	\$ -	0%
9. Recordation Plat - Per sheet	\$ 20	\$ 20	\$ -	0%	\$ 20	\$ -	0%
10. Electronic format transfer	\$ 75	\$ 80	\$ 5	7%	\$ 80	\$ 5	7%
11. Alternatives to chapter per section 17-8	\$ 380	\$ 700	\$ 320	84%	\$ 600	\$ 220	58%

\*As of August, 2007

As of 8/5/07

Attachment D

AN ORDINANCE TO AMEND THE CODE OF THE COUNTY  
OF CHESTERFIELD, 1997, AS AMENDED, BY AMENDING  
AND RE-ENACTING SECTION 17-11 OF THE SUBDIVISION  
ORDINANCE RELATING TO FEES

BE IT ORDAINED by the Board of Supervisors of Chesterfield County:

(1) That Section 17-11 of the Code of the County of Chesterfield, 1997, as amended, is amended and re-enacted to read as follows:

**Sec. 17-11. Fees.**

In addition to any other fees required by the county, fees shall be payable to the county treasurer and submitted to the planning department upon filing the following applications:

- (a) Alternatives to chapter per § 17-8 . . . \$ ~~380.00~~ 700.00  
  
Plus any applicable plat review fee
- (b) Appeal of decision of director of planning . . . ~~290.00~~ 400.00
- (c) Deferral request by applicant for planning commission consideration of plat, per request:
  - (1) 40 or fewer days . . . 250.00
  - (2) More than 40 days . . . 150.00
- (d) Final check, amended and resubdivision plat review:
  - (1) Final check subdivision plat review . . . ~~720.00~~ \$1,100.00  
  
(Only one base fee will be required for final check plats required to be submitted in multiple sections per § 17-42.)  
  
Plus, per lot . . . ~~40.00~~ \$20.00
  - (2) Final check resubdivision plat review . . . ~~560.00~~ \$900.00  
  
Plus, per lot . . . ~~40.00~~ \$20.00
  - (3) Final check amended plat review . . . ~~330.00~~ \$900.00  
  
Plus, per lot . . . ~~40.00~~ \$20.00
- (e) Minor subdivision plat review . . . ~~330.00~~ \$400.00

Attachment D

- (f) Onsite sewage disposal system soils analysis review, per lot/parcel . . . 155.00
  - (g) Parcel line modification review, per parcel . . . ~~25.00~~ \$50.00
  - (h) Residential parcel subdivision, per parcel . . . ~~35.00~~ \$60.00
  - (i) Tentative subdivision approval, or resubmittal of an expired previously approved tentative:
    - (1) Original submittal, renewal of previously approved tentative plat or adjusted tentative plat for previously approved tentative plat, including up to two resubmittals . . . ~~330.00~~ \$800.00  
  
Plus, per lot . . . ~~20.00~~ \$30.00
    - (2) Third and subsequent submittal, per submittal . . . ~~220.00~~ \$700.00
    - (3) Substitute to approved tentative, per submittal . . . ~~60.00~~ \$100.00
  - (j) Townhouse plan transfer to electronic format per § 17-32(d) . . . ~~75.00~~ \$80.00
  - (k) Written verification of subdivision or written subdivision interpretation . . . 75.00
- (2) *That this ordinance shall become effective immediately upon adoption.*